

Procedure 0330.02 Obtaining Printing
Issued January 6, 1997

SUBJECT: Obtaining Printing.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To establish uniform procedures for obtaining printing and related services from Printing Services.

CONTACT AGENCY: Department of Management and Budget (DMB) - Agency Services, Printing Services
7461 Crowner Dr., State Secondary Complex
Lansing, Michigan 48913.

TELEPHONE: 517/322-1889

FAX: 517/322-5968

SUMMARY: Available services include computerized graphic design, typesetting, forms design, desktop publishing, posters, offset printing and related services. Also includes Rapid Copy Services. Go to www.michigan.gov/printandmail for a full list of services.

APPLICABLE FORMS: ADPICS Generated Job Ticket, Requisition or Purchase Order (NOTE: check with your respective Departments Accounting Office to determine if it is permissible to use the ADPICS Purchase Order in your department). Agencies must use the "OS" document type and commodity code from the 966 series. The vendor ID for DMB Print and Mail Consulting Services is 2386000134, mail code 881.
DMB-551 (Rev. 10/05), Rapid Copy Order Form.
Web version of the DMB-551 Rapid Copy Order Form can be accessed at w3.Michigan.gov/rapidcopy
DMB-598 OSS 11/95 Printing Services Order Form or Approved Alternate

PROCEDURES:

Agency:

- Considers using an electronic means of communication when possible and when subsequent printing of the information at recipient's office printers is unlikely. Office printers are generally the most costly form of print.
- Contacts Print and Mail Consulting Services staff for pre-planning, project layout, and printing services available. Contacts a local Rapid Copy Center or uses the web site w3.michigan.gov/rapidcopy if submitting a copy order.
- Consults with Print and Mail Consulting Services staff to obtain an estimate, information for order preparation, production, and follow-up on the project as needed.
- Contacts a printing consultant if there are questions regarding any of the available services, how to fill out forms, or how to write the job specifications.
- Obtains necessary approvals for printing requests and complies with all requirements of Acquisition Services Letter 121 dated June 30, 2004. Ensures that any print or print-related service with a cost higher than \$500 is submitted to DMB Print and Mail Consulting Services unless a department-specific contract is in place. Such services include the following types of print services: bound booklets, envelopes, mail merges, brochures, forms, manuals, bulletins,

interior signage, newsletters, business cards, letterhead, posters, composition/design, and copying (excluding FOIA).

- Uses a Printing Services Order Form (DMB-598) or approved alternate, ADPICS generated Job Ticket, Requisition or Purchase Order, when requesting printing of 2,500 or more copies of an item, multi-color printing, special binding or high quality printing is required.

Note: When requesting services on either the DMB-598 or approved alternate, or the ADPICS generated Job Ticket, Requisition or Purchase Order, sends the signed original and 1 copy.

- Uses Rapid Copy Order Form (DMB-551) or web submission site (w3.michigan.gov/rapidcopy) for printing of less than 2,500 copies
- To secure the best value and convenience per copy, agencies are encouraged to consider the following guidelines as they determine the best resource for their copying needs:
- Fewer than 100 copies with little collation, stapling, punching, etc., the DOMS convenience copier usually offers the best combination of convenience and value.
- Fewer than 100 copies that have collating, stapling, punching and other requirements, the Quick Copy service available at Rapid Copy Centers offers the best combination of convenience and value.
- For 100 to 2,500 copies, the Rapid Copy Center offers the best combination of convenience and value.
- For over 2,500 copies, offset printing through DMB Printing Services offers the best combination of convenience and value.
- When completing the Printing Services Order Form (DMB-598) or approved alternate, the ADPICS generated Job Ticket or Purchase Order form, or the Rapid Copy Order Form (DMB-551), complete the following areas:
 - Department name.
 - Authorized signature.
 - Ship to address: Gives the complete mailing address (department, division, floor, building, person). If more than 1 location, notes and specifies quantity to each "ship to" location. If plates, negatives and originals are to be shipped to a separate location, provides detailed instructions. Note if copies will be sent via U.S. mail.
 - Contact person.
 - Phone number.
 - Order number.
 - Today's date.
 - Delivery required. Please do not use "ASAP."
 - Accounting information -- Check with your accounting office to determine the required accounting fields that your Departments M.A.I.N. R-STARs billing process requires, i.e. Agency Number, Appropriation Year, Program Cost Account, Comptroller Object, etc. Generally, department requirements vary.
 - Item number.
 - Quantity.
 - Complete description of job.
 - To ensure accurate estimating and billing of each order, please consider the following and note in your order:
 - Contact name & number
 - Department
 - Title of job
 - Number of pages.
 - Number of sheets to print "pages".
 - Finished size.
 - Quantity requested.
 - Is design required? If so, to what extent? Minor changes or complete redesign?
 - Are you providing the electronic copy or camera-ready?
 - Type of electronic file

- MS Word
- MS Excel
- MS PowerPoint
- Adobe PDF
- Adobe In Design
- Adobe PageMaker
- Adobe Illustrator
- Adobe Photoshop
- CorelDraw
- Other
- Do you want a proof?
- Do you have furnished plates? If so, how many?
- Is the project color or black/white? How many colors? PMS color of ink/inks.
- Does the color bleed off the edge of the paper? If so, how many sides does it bleed on?
- What type of paper, including weight, color, finish.
- Is the printing 1-sided and/or 2-sided
- Bindery options:
 - Collate
 - Staple — Where? Saddle stitch?
 - Punch — How many holes? Where?
 - Fold — Type of fold (1/2 fold, letter fold, 1/4, gatefold)
 - Perfect bind
 - Coil or plastic comb binding
 - Cutting — Indicate finished size.
 - Padding — How many sheets per pad?
 - Packing Requirements
 - Wrap — Amount per package?
- Shipping requirements
 - Materials Mgmt Warehouse?
 - Mailing Services?
 - ID mail delivery?
 - UPS delivery?
 - Special shipping needs?
 - Multiple locations?
- **Additional items you should include:**
 - Sample, mock-up or previous version
 - Comments
 - PO number of last printing (if available)
 - If artwork or composition is required, give a complete description of the work to be done, including mock-up or layout. If a proof is required, include notes and specifies to whom it should be sent.
 - If the item is to be mailed, please note to maximize possible mail discounts
- Print and Mail Consulting Services:
 - Provides consultants to assist the agencies technically, provides competitive bids and supplies cost information.
 - Electronically bills through M.A.I.N. R-STARS for services monthly.
 - Responds to inquiries regarding orders in process, referred to by agency supplied ADPICS Job Ticket, Purchase Order number, or the number assigned by the agency to the Printing Services Order Form (DMB 598) or Rapid Copy Order number.

Agency:

Procedure Update: 1/26/06

Procedure 0330.02

- Keeps a copy of each order, to verify charges.

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